



MEETING MINUTES
CITY OF HUNTINGTON BEACH
FINANCE BOARD
WEDNESDAY, FEBRUARY 8, 2006
CITY HALL, ROOM B8

- 1) **ROLL CALL:** At 6:10 PM, Chair Falzon called the meeting to order.
In Attendance: Chair Falzon, Vice Chair Geddes, Member Chapman, Member Domingo, Member Jones, Member Lograsso
Absent: Member Weiss (excused)
Present: Dan Villella, Finance Officer, Pat Dapkus, Sr. Administrative Analyst and Mavic Hizon, Administrative Aide
Citizens Present: None
- 2) **PUBLIC COMMENTS:** None
- 3) **APPROVAL OF MEETING MINUTES:**
 - a) January 11, 2006
Member Domingo motioned to approve as amended seconded by Member Lograsso. Approved 6-0.
- 4) **STAFF REPORTS/BUSINESS ITEMS:**
 - a) **Awarded Grants for 2005**

City Services Sr. Administrative Analyst Pat Dapkus provided a copy of the RCA (Request for Council Action) recommending renewal of the eCivis subscription for grant searches. The subscription renewal cost is \$23,874. She also distributed copies of her report reflecting outside funding awarded in 2005. She noted that this has been the reporting format she has used for the last ten years. The Board members raised questions on the City's usage of eCivis. Pat reported the most active users to be from the Public Works and Community Services departments. Member Domingo inquired if any of the awarded grants are auto-renewed. Pat explained that this is not possible due to the paperwork entailed for each grant. Member Domingo commented that the apparent low usage of eCivis might in part be due to grant coordinators' complacency and their preference to resort to the usual mode of grant searching. Member Lograsso noted a need to change the users' mindset on the use of eCivis in order to maximize the product's potential. He also noted that the ease of use of eCivis does not justify the lack in productivity for 2005. Member Chapman said that the Funding Summary report downplays the potential of eCivis. Pat commented that the product was starting its second year of use and she sees the need to re-educate users on search parameters and keyword use. She also said that online training and a demonstration are available to all users. Responding to a question from Member Domingo, she explained that her report, which reflects a column on staff time, meant the time taken for both the research & application processes. She also explained that grants are tracked by department and not citywide. Pending grants are also not reflected in her report. Chair Falzon inquired if the report could be updated to reflect grants that are competitive and also to determine eCivis' productivity in identifying competitive grants. Pat responded that eCivis reflects to whom grants have been awarded. Member Lograsso asked why grant seeking takes place after budgets are assigned to departments and designated for their projects. Pat replied that the length of a project could well extend beyond a year and would require a budget that will see the project to its completion. Some grants are valid only for a year. A grant awarded in the current year will not guarantee a repeat award for the following year and would be difficult to budget for a long-term project. Member Domingo would like visibility to the number of hits the eCivis site has had from grant coordinators within the City. In the interest of cost, Member Jones suggested sending one grant coordinator to a training class and having the person train other grant coordinators on the product's full potential. Member Chapman commented that the sizable workload involved in grant applications has seemingly discouraged the search for grants and the use of eCivis. Chair Falzon suggested inviting Pat Dapkus back in six months or sooner to report on the usage of eCivis and its productivity.
 - b) **Subcommittee Reports**

Chair Falzon announced that after the joint Study Session with Council, one or more new Finance Board subcommittees would be formed for 2006. Mavic Hizon tasked to provide Member Weiss with a copy of the Board's annual report for 2004. Member Domingo asked that the Prevailing Wage Report be added to the Board's April meeting.

(Finance Board 2-8-06 minutes continued)

c) Prevailing Wage

This item will be deleted from the future agenda but will be retained on the Board's Action Item List.

d) Long Range Financial Plan

The Board asked Dan Villella about the current Council effort to create a Strategic Plan, a predecessor to the Board's work on the Long Range Financial Plan. Dan Villella was tasked to provide documentation concerning the expansion of duties for the consultant assisting the Council with the Strategic Planning process. The Board looks forward to the plan's inclusion of milestone chronology of Council actions as well as the Council's input. The Board inquired if an extension has been requested to prolong the contract.

e) Refuse Fund

Vice-Chair Geddes asked if rates would be raised in the first year of the proposed new recycling program. Member Chapman asked if changing to the automated refuse collection would require an amendment to the current contract because of the formula currently used to set residential rates.. To ensure their understanding of the current formula, the Board requested a copy of the current Rainbow Disposal contract reflecting financial information and the formula for annual changes to the residential rate. Member Chapman commented that the current contract would need to be renegotiated to address all questions raised. He added that other cities that are already on the proposed program should be investigated and that any savings realized by Rainbow Disposal on the new process should reflect as a reduction of fees charged to the citizens. Chair Falzon distributed a draft memo addressed to Council with potential financial and non-financial issues for the Council to consider before any decisions are made regarding the proposed new recycling program. Vice Chair Geddes was tasked to modify the memo to reflect the Board's input from this meeting.

f) Annual Report

Chair Falzon distributed copies of a proposed presentation for use at the Study Session scheduled for March 6, 2006 with the City Council. Dan Villella reminded the Board of the February 13th deadline for the study session materials to be submitted to Administration. The Board reviewed the presentation and approved it without change. Chair Falzon will forward a copy to Mavic for distribution to Council.

g) Finance Board Webpage

Chair Falzon announced to the Board that the City's Internet website would be updated to add a page for each of the City's Boards and Commissions, which will contain the Board's mission statement, a membership roster and the latest meeting agenda and approved minutes. The Board suggested to additionally reflect the appointing Council member as well as term expiration dates. Vice-Chair Geddes was tasked to draft the mission statement and provide the same to staff.

h) Open Action Item List

Item 2005-006 on Form 700 is an open item awaiting the City Attorney's legal opinion. Vice-Chair Geddes commented that the legal opinion should ideally be delivered before April when the Board would once again need to submit the same to the City Clerk. Item 2006-001 was updated to reflect Vice-Chair Geddes as the designee to draft the memo to Council on the Rainbow Disposal proposal. New Item 2006-002 tasks Member Domingo to work with Pat Dapkus in producing recurring reports on eCivis productivity.

i) Legislative Updates

A brief discussion took place on the latest Priority Focus issue emailed to the Board on February 6 and on the article on eminent domain.

5) COMMENTS FROM BOARD MEMBERS

Chair Falzon requested that the Prevailing Wage Subcommittee meeting (March 14) be noticed. The meeting may be updated as a special Board meeting if more than three members will be in attendance. He also conveyed to the Board that Police Chief Ken Small has offered an on-duty Police ride-along opportunity to the Board members.

Adjournment

Member Jones, seconded by Member Domingo, made a motion at 9:10 pm to adjourn the meeting. This meeting adjourns to the Council Study Session with the Finance Board scheduled for Monday, March 6 at 4:00PM, Room B8. The motion was approved 6-0.

Respectfully submitted by:
Dan T. Villella, Finance Director
Secretary to the Finance Board